



FIRE/FIRE ALARM

Directive: 12 – 108

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I. PURPOSE

The purpose of this Directive is to establish policies and procedures regarding a Department of General Services Maryland Capitol Police (DGS-MCP) response to a Fire/Fire Alarm.

II. POLICY

It shall be the policy of DGS-MCP to establish policies and procedures that will enable officers to respond to a fire, an unconfirmed report of a fire or fire alarm in an organized, structured and efficient manner. DGS-MCP will coordinate, and plan with each complex Facilities Operations and Maintenance (FOM) Health and Safety Officer so all persons involved in a response may do so in a unified, cohesive manner.

III. PROCEDURES

A. In The Event of a Fire/Fire Alarm

1. Police Communication Operator

(a) When receiving verbal notification of fire:

1. Ascertain from the caller the exact location and nature of the fire, and
2. Notify DGS-MCP personnel assigned to the building and have them assist in locating and determining the seriousness of the fire.
3. Contact the Shift Commander for further instructions.

(b) When receiving an audible alarm

1. Check the annunciator to determine exact location of the alarm and zone.
2. Notify all available DGS-MCP personnel and have them assist in locating and determining the seriousness of the fire.
3. Contact Shift Commander for further instructions.

(c) Evacuation Process

1. If Fire Wardens call for guidance for those who can not navigate the stairs direct them to inside stairwells (area of rescue assistance)
2. Maintain log of floor evacuations based on Fire Wardens communications.

2. Shift Commander

(a) If there is an actual fire, the Shift Commander will immediately respond to the scene and:

1. Instruct the Police Communication Officer (PCO) to contact the fire department
2. Dispatch all available officers to the scene to assist in the safe evacuation of the building and to direct occupants to their designated assembly points.
3. Notify the respective Superintendent, Maintenance Supervisor and agency Health and Safety Specialist.
4. Notify the appropriate Detachment Commander.
5. Assist the Fire Department as necessary.
6. Assign personnel to protect the scene and to prevent unlawful entry to the affected building.

3. Police/Security Officer

(a) Any officer at a fixed post receiving a report of a fire will do the following:

1. Ascertain from the caller the exact location and nature of the fire;
2. Obtain identifying information concerning the caller, where the call is being made, what the caller saw and any other relevant information the caller can provide about the situation;
3. Notify DGS-MCP Police Communication Center.

(b) When an officer receives a report of or hears the sounds of an audible alarm only, the officer will:

1. Notify the Police Communication Center and provide the location or approximate location;
2. If the officer is working a mobile or foot patrol assignment, respond to the area and locate the building where the audible alarm is sounding;

3. Check the monitoring equipment/computer to determine the exact location of the alarm and zone; and
4. Notify the DGS personnel assigned to the building and provide updated information to the Police Communication Center.

(c) If there is a confirmed fire, officers will:

1. Instruct the PCO to call the fire department;
2. Assist with evacuating the building and directing the occupants to designated safe areas away from the building;
3. Attempt to extinguish the fire only if it is restricted to a small area and if it can be accomplished in a safe manner; and
4. Assist the fire department as necessary.
5. The supervisor will assume the following duties:
 - (a) Direct more personnel to respond to the scene to assist in the safe evacuation of the building.
 - (b) Notify the Detachment Commander of the incident.
 - (c) Assign personnel to protect the scene and prevent the unauthorized entry of persons into the affected building(s).

4. Detachment Commanders Responsibilities

The Detachment Commander or his designee will be responsible for all operations concerning a DGS-MCP response to a Fire/Fire Alarm. This will include personnel accumulation of information regarding the incident and assigning an officer to complete the required report.

5. Facilities Operations and Maintenance (FOM)

- (a) Upon notification of fire or alarm FOM shall immediately proceed to the lobby of the affected building.
- (b) If notified of fire, shall ensure that all air handling units to the building are shut down to prevent the spread of smoke.
- (c) Shall assign someone to escort the Fire Department to area of alarm.
- (d) Shall assign someone to assist Fire Warden.
- (e) Shall assign someone to the Police Communication Center.
- (f) Shall perform support duties for Fire Department as needed.
- (g) Upon termination of emergency shall reset fire alarm and return buildings to normal operating condition.
- (h) Give "All Clear" notification.

B. Safety Precaution for All DGS-MCP Employees

1. Personnel responding to a fire emergency first area of concern should be protection of life.
2. Officers are not to attempt a fire fighting effort unless lives are at risk, or fire is restricted to small area and can be extinguished in a quick and safe manner.
3. Maintain radio contact with the PCO and call for assistance if needed.
4. Be mindful that fire, heat and smoke always rises.
5. If smoke is present, stay low to the floor when evacuating.

C. Fire Warden Program

1. Fire Wardens are persons designated by the heads of various Departments or Divisions at the request of DGS-FOM to assist in building evacuations in the event of fire situations. There should be one Fire Warden for each stairwell per each floor or office area. The Fire Warden on each floor should designate others to assist with their duties. Ideally there should be 2 searchers one male, and one female to perform a sweep of the floor to ensure everyone has been notified to evacuate.
2. Fire Wardens Responsibility
 - (a) Keep, maintain and make readily available the Fire Emergency Plan, for their respective area.
 - (b) Familiarize themselves with the location and use of portable fire extinguishers, fire alarm stations and exits.
 - (c) Ensure that exits and exit access are kept clear and unobstructed.
 - (d) Conduct evacuation of their floor or office areas during fire alarm activation.
 - (e) Provide safeguards for any persons in need of assistance on their floor or office areas.
 - (f) Lead and implement search procedures on floor.
 - (g) Provide pertinent information to Police Communication Centers such as location and intensity of fire or of any person unaccounted for.
 - (h) Control and account for floor occupants once outside of the building.
 - (i) Ensure employees navigate to pre designated staging areas.

3. Additional Searchers

It is recommended that other persons be utilized under the direction of the Fire Warden to walk through their floor or office areas checking closet spaces, rest rooms, and out of the way areas to ensure that everyone has been notified to evacuate.

4. Evacuation Team

Arrangements shall be made by Fire Wardens to provide persons to assist in the evacuation of any disabled person during an emergency should life threatening conditions develop. Evacuation chairs are strategically placed on floors where disabled persons are known to be employed and on every floor where accessible restrooms are provided.

D. Re-Entry into the Facility

1. Upon termination of the emergency, the facility may be re-entered only after the Incident Command Center in conjunction with the Fire Department has deemed the facility safe for occupancy. (“All Clear”)
2. Prior to the “All Clear” notification DGS-MCP must ensure all entrances to the facility in question are secure. This may require a physical check as all MAG locks may not automatically re-engage.
3. Re-entry to the facility will only be allowed at traditional entrances. State Employees wearing ID Badges will be admitted first. Visitors to the building will be allowed through normal sign in procedures.

E. Standard Operating Procedures

1. It is the responsibility of the Detachment Commander to coordinate, and plan with the respective FOM Health and Safety Officer so there is a unified, cohesive plan of action in the event of a fire/fire alarm. The Detachment Commander will then formulate plans of action for all buildings within their respective commands.
2. Detachment Commanders will maintain contemporary Standard Operating Procedure for buildings within their respective commands which will include a specific Fire/Fire Alarm Action Plan.
3. The Action Plan will include but not be limited to the following:
 - (a) Evacuation Procedures
 - (b) Assembly Areas
 - (c) Fire Alarm Activation
 - (d) Use of Fire Extinguisher
 - (e) Building Fire and Security Features
 - (f) Fire Alarm Bell Code Chart (if applicable)
 - (g) General Notification Procedures